

CAPITAL COMMUNITY COLLEGE
CC Educational Assistant
Assistant to the Director of Student Activities - Athletics/Wellness Coordinator
Part Time, 17 hours per week, Special Appointment
December 2015 through the end of the fiscal year (June 2016).

Position may be renewed depending on performance and availability of funds.

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 950 Main Street, Hartford, CT 06103

Hours: Part Time, 17 hours a week.
Work schedule will be made in consultation with the Director of Student Activities.

Salary: **\$24.94 per hour.**

Closing Date: Letter of application must be postmarked no later than **November 20, 2015.**

General Knowledge,

Skills and Ability: Works under the supervision of the Director of Student Activities. The primary function of this position will be to develop new sports/wellness/fitness programs and activities for day and evening students attending the college. Specific responsibilities include developing a sports/wellness budget, scouting the local area for sports/fitness facility partnership opportunities, identifying student's interests in sports/fitness and organizing programming based on interest level. The incumbent will assist the Director of Student Activities with other duties associated with the Student Activities Office such as but not limited to maintaining filing for athletics and student activities, assistance with photo I.D. creation, development and maintenance of an activities calendar. This position will require evening and weekend work.

General Experience: Associate's degree with one to three years of related experience. The incumbent should have strong interpersonal and organizational skills. Experience in higher education and working with people from diverse backgrounds is desirable.

Substitution Allowed: Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application

Instructions: Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/humanResources.htm>) and college transcripts (copies are acceptable at the time of application) to:

Marsha Ball-Davis
Director of Student Development Services
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplc@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@Capitalcc.edu

